

Fire risk assessment checklist

Responsible person
(employer or person having
control of premises):

Mrs M Marion

Address of premises:

Classy Claws
Lincoln Green
Nottingham
NG11 4FB

Assessor:

Mr W Scarlett

Date of assessment:

1st October 2023

Use of premises:

Nail Bar

Number of floors:

1

Construction:

End unit with standard brick walls and tiled roof

Maximum number of
employees/visitors:

4

Electrical installations and equipment

Are fixed installations periodically inspected
and tested every five years?

Yes ☐

No ☒

Are electrical equipment and appliances periodically
inspected and tested?

N/A ☐

Yes ☐

No ☒

Is the use of trailing leads and adaptors avoided
where possible?

N/A ☐

Yes ☒

No ☐

Smoking

Are adequate measures in place to stop people from smoking on the premises?

Yes ☒

No ☐

Are 'No smoking' signs provided?

Yes ☐

No ☒

Are suitable arrangements in place for those who wish to smoke outside the premises?

N/A ☐

Yes ☒

No ☐

Arson

Are the premises adequately secured to prevent unauthorised access?

Yes ☒

No ☐

Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms?

N/A ☐

Yes ☐

No ☒

Heating systems and portable heaters

Are fixed heating systems subject to periodic maintenance?

N/A ☐

Yes ☒

No ☐

Are portable heaters subject to periodic inspection and used safely?

N/A ☒

Yes ☐

No ☐

Cooking

Are adequate measures taken to prevent fires from cooking?

N/A ☐

Yes ☒

No ☐

Are filters and ductwork subject to regular cleaning?

N/A ☒

Yes ☐

No ☐

Housekeeping

Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste?

Yes ☒

No ☐

Are combustible materials kept separate from ignition and heat sources?

Yes ☒

No ☐

Is it ensured that all contractors who undertake work on the premises are competent and qualified?

Yes ☒

No ☐

Dangerous substances

Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances?

N/A ☒

Yes ☐

No ☐

Other significant fire hazards

Are there any other significant fire hazards in the premises?

Yes ☐

No ☒

If the answer to the above questions is yes, please list each hazard and any control measures to reduce the likelihood of fire in the box below.
If the answer to any question is no, include suitable action within the Action Plan.

No other hazards.

Means of escape

- Are all escape routes kept clear of obstructions to enable people to escape safely? Yes ☒ No ☐
- Are all fire exits easily and immediately openable? Yes ☒ No ☐
- Are distances of travel considered reasonable? Yes ☒ No ☐
- Are suitable precautions in place for all inner rooms? N/A ☐ Yes ☒ No ☐
- Is adequate fire protection provided to stairways, including the provision of self-closing, fire-resisting doors? N/A ☒ Yes ☐ No ☐
- Are reasonable arrangements in place for the safe evacuation of disabled employees and other disabled persons on the premises? N/A ☐ Yes ☒ No ☐

Record brief details of the above measures in the box below.

If the answer to any question is no, include suitable action within the Action Plan.

There is the main entrance door and another fire escape to the rear.
Both are unlocked whilst customers are in the building.
The only inner room is a small office/kitchenette next to the rear room.
Disabled people will be helped to evacuate in an emergency.

Means of giving warning in case of fire

- Is there a suitable electrical fire alarm system? N/A ☒ Yes ☐ No ☐
- Are automatic smoke/heat detectors provided and is the extent and coverage considered adequate? N/A ☒ Yes ☐ No ☐

Record brief details of the above measures in the box below.

If the answer to any question is no, include suitable action within the action plan.

3 small rooms. Shouting "fire" will alert all persons in the premises.

Manual fire extinguishers

Is there reasonable provision of fire extinguishers?

N/A ☐

Yes ☒

No ☐

Emergency escape lighting

Is there a reasonable standard of emergency escape lighting to illuminate escape routes and areas without natural lighting?

N/A ☐

Yes ☒

No ☐

Record brief details of the above measures in the box below.

If the answer to any question is no, include suitable action within the action plan.

1x Foam extinguisher.

1x Carbon Dioxide extinguisher.

Both behind counter.

Emergency lights over both exit doors. Street light on pavement outside shop.

Fire safety signs and notices

Is there a reasonable standard of fire exit signage and fire safety signs?

N/A ☐

Yes ☒

No ☐

Are general fire notices, detailing the action to take in the event of a fire, provided and sited in prominent locations?

Yes ☐

No ☒

Record brief details of the above measures in the box below.

If the answer to any question is no, include suitable action within the action plan.

Green "running man" signs at both exits.

Management of fire safety

Has someone been appointed to manage fire safety?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are procedures in the event of fire appropriate and properly documented?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are all employees given regular instruction and training on the action to take in the event of a fire?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are employees with additional responsibilities, such as fire wardens, given additional training to carry out their roles?	N/A <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are daily checks carried out to ensure exit routes are kept clear and fire exits remain easily openable?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are monthly and annual testing routines in place for the emergency escape lighting?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Are weekly testing and periodic maintenance and servicing routines in place for the fire alarm system and any automatic detectors?	N/A <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are fire extinguishers subject to annual maintenance?	N/A <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Are records of testing and maintenance maintained?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Record brief details of the above measures in the box below.

If the answer to any question is no, include suitable action within the action plan.

Shop owner manages fire safety and opens & closes business every day.
 New staff are shown where exits are and where fire extinguishers are.
 Emergency lighting and fire extinguishers are checked by Littlejohn Fire Services Ltd although no records kept.

Action plan

If any of the above boxes are ticked with a 'No', the deficiencies should be described below, along with proposed action for rectification.

Item	Deficiency	Proposed action	Timescale	Person responsible
1	Electrics not tested.	Get electrical items PAT tested.	1 month	M Marion
2	Staff could smoke in car park next to exit.	Get no smoking sign for outside rear exit.	1 week	W Scarlett
3	Commercial waste bin next to rear exit.	Move bin to other side of parking area.	Immediately	M Marion. Tell local council
4	No Fire Action Notice	Get new Notice to instruct people	1 week	W Scarlett
5	No records of training or testing	Get new red "FIRE" file to keep records	2 weeks	M Marion
6				
7				
8				
9				
10				